



Donor Relations Officer Exempt

The ACLU of Idaho seeks a Donor Relations Officer – a frontline fundraiser who establishes and builds strong, authentic, long-term partnerships with donors, bringing them closer to our work. This position will expand our organization’s fund development program to grow and sustain our presence and impact across the state. The Donor Relations Officer helps ensure the Development Department meets its fundraising goals by managing a portfolio of donors/prospects and continues to have the capacity to sustain its fundraising by developing strategic systems.

This is a full-time, exempt position based in Boise that reports to the Director of Philanthropy. The successful hire must reside in Idaho before employment can begin.

Duties & Responsibilities:

Manage a portfolio of individual donors:

- Responsible for developing, managing, and soliciting a portfolio of 50+ donors with mid-level capacity to give;
- Identify, prioritize and research prospects;
- Partner with the Director of Philanthropy on portfolio assignment, diversification, and movement through the major gifts pipeline.

Build and strengthen relationships with donors through consistent communication via phone, email, video conference, mail, and in-person points of contact:

- Stewardship and cultivation of grassroots and midlevel donors;
- Stewardship and cultivation of prospect pool;
- Collaboratively produce an email newsletter focusing on ACLU of Idaho’s issues and giving strategies;
- Collaborate with key program staff and National ACLU colleagues in cultivation and stewardship of the portfolio;

- Maintain working knowledge of local and national programmatic priorities and issues as they occur.

Provide executive-level support to the Director of Philanthropy:

- Prepare briefing memos in advance of meetings with donors and prospects as well as post-meeting notes and follow-up;
- Assist with donor communication about the ACLU of Idaho's mission, activities, and successes in a compelling, inspiring, and motivating way, including the preparation of the organization's Impact Reports;
- Meticulous data entry and moves management tracking in Salesforce.

Offer perspective in developing and implementing strategies to improve departmental fundraising plans:

- Participate in annual Development planning;
- Create and implement comprehensive 12 to 18-month strategies for qualification, cultivation, solicitation and stewardship.

Provide additional support to Development department as requested:

- Partner with senior staff to write grant applications, as directed by the Director of Philanthropy, and prepare grant reports and other communication with funders, based on donor interests and program needs;
- Track portfolio activity and progress each quarter and create reports as required by management;
- Other duties as necessary.

Minimum Requirements:

- An understanding of and enthusiasm for civil liberties and civil rights and personally committed to advancing the ACLU's values, mission, goals and programs;
- Commitment to racial equity and other forms of equity, both internally at our organization and externally in the communities that we serve;
- Demonstrate a commitment to diversity within the office using a personal approach that values all individuals and respects differences in regards to race, ethnicity, age, gender identity and expression, sexual orientation, religion, disability and socio-economic circumstance;
- Strong interpersonal skills and enthusiasm for building strong, professional relationships with donors, staff, board members, volunteers and the public;
- Adept in communicating professionally and effectively on the phone, via email, and in writing;
- Demonstrated ability to simplify complex themes and activities into a short, compelling presentation or written piece;

- Demonstrated organizational skills and ability to prioritize and manage multiple projects simultaneously and meet deadlines;
- Ability to develop long-term plans, set objectives, and track progress towards achieving goals;
- Proficient with Microsoft Office Suite;
- Ability to connect with people from different backgrounds and build relationships across differences;
- Exceptional attention to detail, ability to manage multiple tasks and finish projects within deadlines;
- Ability to work both independently and as part of a team;
- Ability to work occasional evenings, weekends, and irregular hours as needed;
- Ability to attend in-person meetings and events on behalf of the development department and the ACLU;
- Valid driving privileges and willingness to travel across Idaho and occasionally to other places in the United States.

Preferred Skills & Abilities:

- Experience with donor database management and systems to track campaigns and ensure complete, secure, and private donor and campaign records;
- Familiarity with moves management;
- Relevant nonprofit fundraising experience including soliciting, closing and stewarding major gifts, or comparable experience.

Compensation

The salary range for this position is from \$55,000 to \$75,000 and is expected to start between \$60,000 and \$70,000 depending on experience. Excellent benefits include medical, dental, and vision insurance, a 401K plan, paid holidays, vacation, and sick leave, and professional development opportunities.

To Apply:

Submit:

- A résumé;
- A one to two page cover letter that identifies evidence of a clear, strong, and proven commitment to civil liberties and public interest work, and explains how your experience is applicable to the job responsibilities;
- Contact information for three references, including at least one reference to whom you have provided administrative support.

Send to careers@acluidaho.org.

Please reference “Donor Relations Officer” in the email subject line, and indicate in your cover letter where you found this job listing.

Review of applications will begin February 6, 2023. The position will remain open until filled. Absolutely no unsolicited calls, please.

If you are a person with a disability and need assistance applying, please e-mail careers@acluidaho.org. If we select you for an interview, you will receive more information about how to request accommodations for the interview process.

Fair & Equal Opportunity Employment Statement:

The ACLU of Idaho advances equity and inclusion in the workplace by providing equal employment opportunity to support a work environment free from discrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (over 40), sexual orientation, military and veteran status, arrest or conviction record, and any other basis prohibited by law. The ACLU of Idaho embraces Fair Chance policies.

The organization also provides reasonable accommodations for people with disabilities. Our equity and inclusion commitment applies to all aspects of employment, including recruitment, selection, advancement, training, problem resolution, and separation from employment. Through this commitment, the ACLU of Idaho strives to establish and maintain an equitable and accessible work environment that is supportive and free from discrimination.

About the ACLU

The ACLU is the nation’s premier guardian of liberty. A nationwide, nonpartisan, nonprofit organization, the ACLU is dedicated to defending and expanding civil liberties and human rights across the country. The ACLU of Idaho and its foundation operate jointly as private nonprofit organizations devoted to furthering the ACLU’s mission in Idaho. The ACLU of Idaho combines legal, policy, organizing and communications approaches to maximize its impact. We partner with individuals and communities impacted by injustices to inform and mobilize people throughout the state. The people in the center of the struggles for justice, who feel the impact in their daily lives, are especially important allies.

Our staff of nine full-time and two part-time employees work in a fast-paced, friendly office in the heart of downtown Boise, Idaho (due to COVID-19, our office is currently

working in a hybrid environment splitting time between the office and remote). Boise, the City of Trees, is the capital of Idaho and the core of a metro area of 730,000 people. The city enjoys all four seasons in a dry climate and offers an exceptional quality of life and a diverse business community with high tech industries. Recreational activities include whitewater rafting and kayaking, climbing, fishing, hunting, and skiing. There is a 190-mile foothill trail system for hiking and mountain biking and a 25-mile riverside greenbelt along the Boise River which flows through the city. Downtown offers thriving restaurants, shops, concerts, and public markets, and an ever-expanding number of local microbrew pubs and wineries. Over 95 languages are spoken in Idaho. The Treasure Valley, which includes the cities of Boise, Meridian, Nampa and Caldwell is home to the state's largest Latinx community. Boise is also a hub for LGBTQ communities and political activism in Idaho. Boise is a refugee resettlement city.